NAVAL DISTRICT WASHINGTON

Wide Area Alert Network Registration Instructions (temporary)

27 October 2011

NDW Region Registration Requirements

- The NDW WAAN registration requirement applies to:
  - Active and Reserve Component Navy personnel;
  - Navy civil service and non-appropriated fund employees; and
  - Contract personnel
- Currently, only NMCI account users must register
- Registration of emergency essential personnel without an NMCI account is at the installation commanding officers' & tenant activities' discretion

NDW Region Registration Requirements

- **All NDW WAAN registrants** must designate:
  - Primary work email address;
  - Office phone number (if assigned); and
  - Cellular/blackberry phone number of government device(s)

- **Emergency essential personnel** must also register:
  - Cellular and/or home phone number(s);
  - Personal email address(es); and
  - Text numbers (if available)

- **Non-emergency essential registrants** are strongly encouraged, but not required, to provide:
  - Cellular and/or home phone number(s);
  - Personal email address(es); and
  - Text numbers (if available)

Temporary Registration Instructions

Registration through the AtHoc Self-service Client application available on NMCI assets (computers/laptops) is easily done as follows:

1.Copy & paste the following url into your Internet Explorer browser:

https://waanndwcdap01.nmci.navy.mil/corp/atlaunch.asp?opt=uid&nextUrl=https://waanndwcdap01.nmci.navy.mil/SelfService/Entry.aspx?uid=%5bUID%5d

2. When the AtHoc Self-service Client application displays:

a. Select the "**My Info**" tab, update, and save:

- Last name
- First name
- Building number
- Command name

b. Select the "**Devices**" tab, enter contact information, and save:

- Mandatory devices (required)
- Optional devices (recommended)

homeport.navy.mil | NMCI Homeport - Microsoft Internet Explorer provided by NMCI

https://waanndwcdap01.nmci.navy.mil/corp/atlaunch.asp?opt=uid&nextUrl=https://waanndwcdap01.nmci.navy.mil/SelfService/Entry.aspx?uid=%5bUID%5d

File Edit View Favorites Tools Help

homeport.navy.mil | NMCI Homeport

NMCI HOMEPORT
Your NMCI information resource

My Homeport Account

Search

Home | About NMCI | Services | Support | ...vice Management | News

Need Techn... desk response... ...pport, or contact the Service Desk at (866) 843-6624. Service ...astern. System Status | Use HP Service Manager to ...

Copy & paste url into Internet Explorer browser

NSWC ACTR Wins Martini Award for Exceptional Dedication
18 July 2011

CTRs Prepare for Enterprise Migration of HP-supplied Cellular Services
18 July 2011

NMCI and HP Technicians Deliver Jobs Well Done Across the Country
18 July 2011

Two-way JEDS Synchronization Achieved, Fresh Data Guaranteed!
18 July 2011

Microsoft Windows 7 Upgrade Coming to NMCI

NMCI Training

Microsoft Outlook 2007 Features ver 1.0

Seat Refresh Process Overview ver. 1.0

Seat Refresh Ready, Set, Go! Guide

More Training Information →

NMCI Support

NMCI Seat Refresh Topic Guide

Create a New Personal Folder (PST) in Outlook 2007

Map Personal Folders (PST) in Outlook 2007

More Support Information →

NMCI Services

CLIN 0223 Offerings

Services Area Provides Offering and Solutions

Collaboration Solutions

More Services Information →

Did You Know? Restarting your NMCI machine should be the first step in attempting to resolve an issue. If that doesn't work, please contact the NMCI Service Desk at 1-866-THE-NMCI or follow these instructions.

USN Links | Internet | Deployables | CTRs | Pretransition

Local intranet 100%

start homeport.navy.mil | ... Microsoft PowerPoint ... 10:24

Example View

Click on "My Info" to update your name, location, and organization

Update your First, Last, and Display Name

Enter your building number and the name of your organization

Click on "Save" when done

Example View

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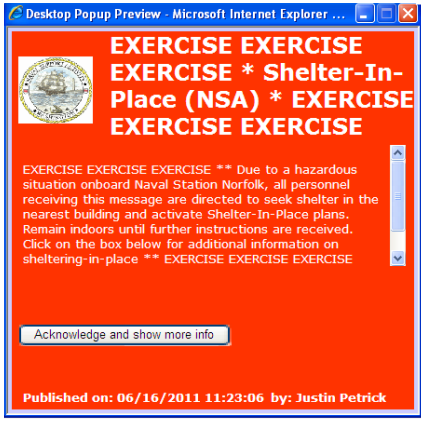
User Expectations

- Computer/laptop pop-up alerts:
  - NMCI computers/laptops only
  - User can acknowledge receipt
- Other alerts:
  - Telephonic
    - User can acknowledge (if call is answered)
    - User cannot acknowledge voicemail message
  - Email, Text, & Pager
    - User cannot acknowledge
- Sender dictates alert delivery means
- Alerting cycle stops once alert is acknowledged
- Registered users can change contact information anytime
- Personally identifiable information (PII) is safeguarded
- NDW WAAN is not used to publish routine administrative information


Desktop Popup Preview - Microsoft Internet Explorer ...
EXERCISE EXERCISE EXERCISE * Shelter-In-Place (NSA) * EXERCISE EXERCISE EXERCISE
EXERCISE EXERCISE EXERCISE ** Due to a hazardous situation onboard Naval Station Norfolk, all personnel receiving this message are directed to seek shelter in the nearest building and activate Shelter-In-Place plans. Remain indoors until further instructions are received. Click on the box below for additional information on sheltering-in-place ** EXERCISE EXERCISE EXERCISE
Acknowledge and show more info
Published on: 06/16/2011 11:23:06 by: Justin Petrick

Information & Assistance

- NDW WAAN webpage: http://www.cnic.navy.mil/ndw/about/waan/index.htm
- Contact your supervisor regarding WAAN registration policy and applicability
- Contact the NMCI Service Desk (866) 843-6624
  - Network connectivity
- Contact the CNIC IT Support Center (888) 264-4255
  - AtHoc connectivity, i.e., no icon ( ) displayed on computer screen
  - AtHoc icon displays, but “greyed out” ( )
  - AtHoc Self-service Client functionality
  - Data entry questions
  - AtHoc profile data loss